

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, May 14, 2014**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; Kevin Kuehn, Ron Antonneau, Alderman Randy Scannell and David Harp

**OTHERS PRESENT:** Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; James Pettigrew, MV; Tom Karman, Schenk; Ald. David Nennig, Chris Bratz, Larry Juley, Vernon DeCleene and April Herlache

**1. Call the meeting to order.**

Chair R. Kolb called the meeting to order at 8:17 a.m.

**2. Approval of Agenda.**

J. Withbroe made a motion to approve the May 14, 2014 agenda. K. Kuehn seconded the motion. Motion carried.

**3. Approval of the minutes of the March 19, 2014 meeting.**

J. Withbroe made a motion to approve the minutes from the March 19, 2014 meeting. S. Corrigan seconded the motion. Motion carried.

**4. Presentation: 2013 Green Bay Metro Financial Audit Report.**

Tom Karman of Schenck presented on the 2013 Annual Financial Report for Green Bay Metro.

T. Karman stated Transit Commission once again we are issuing a clean opinion on the financial statements of Green Bay Metro for the year end of December 31, 2013. Basically means the information included in this document is complete and fairly states the financial condition of the organization of that year end. As far as the items in the management communication, this communication basically went through the auditors responsibilities. There were no findings or disagreements with management. The audit went well.

Transit Commission members thanked. T. Karman for his detailed report.

Motion made by K. Kuehn, second by J. Withbroe to receive and place on file the Annual Financial Report for 2013. Motion carried.

**5. Discussion/Action: Renewal of Transit Agreement with UWGB.**

T. Wittig stated we have renewed the agreement with UWGB College. We will continue to keep the same rate. Metro will bill UWGB on a quarterly basis for \$.25 per ride. All students and faculty can ride Metro by swiping their UWGB Id's and ride free. The service continues to be a success and also promotes public transportation throughout the colleges. We are asking for the approval to continue this program for another year.

J. Withbroe made a motion to approve the agreement with UWGB College. R. Scannell seconded the motion. Motion carried.

**6. Discussion: Second Annual "Discover Green Bay" Summer Kids Bus Pass in partnership with Neville Public Museum.**

T. Wittig stated Metro started this partnership with the Neville Public Museum last year when we introduced "Discover Green Bay" for the kids. Last year's attraction was the history of the video games. This year's theme is tying into the Packers Touchdown Temporary Hall of Fame. Metro will again partner with the Neville Public Museum for ages 9-17; the cost will be \$25.00 per pass and will be good for unlimited rides on Metro from June 15, 2014 until August 31, 2014. The pass will allow users free admission into the Neville Public Museum. Passes will be for sale at all participating Shopko's and the Metro Transportation Center. It continues to be a success.

J. Withbroe made a motion to approve the "Discover Green Bay" Summer Kids Bus Pass partnership with the Neville Public Museum. R. Antonneau seconded the motion. Motion carried.

**7. Action: Green Bay Metro Election of Officers.**

R. Kolb stated by the bylaws every two years we have a reelection of officers for Chair, Vice Chair, and Secretary. This is typically done in March, but we didn't have an April meeting. He then opened the floor for nominations.

K. Kuehn nominated R. Kolb for Chair, J. Withbroe for Vice-Chair, and S. Corrigan for Secretary. R. Antonneau seconded. A vote was taken for R. Kolb for Chair, J. Withbroe for Vice-Chair, and S. Corrigan for Secretary to be elected by unanimous vote to a two-year term. Motion carried

K. Kuehn congratulated the elected officers and commented they do a great job.

**8. Discussion/Action: Green Bay Metro Interim Transit Director. Tom Wittig's Final Day as Transit Director is May 14, 2014.**

R. Kolb stated that today is Tom's final day. This agenda item is to appoint Patty as the Interim Transit Director.

K. Kuehn made a motion to approve Patty Kiewiz as the Interim Transit Director. J. Withbroe seconded the motion. Motion carried.

**9. Directors Report.**

T. Wittig stated he would like to take a moment to thank the Transit Commission for the opportunities that were given to him here at Green Bay Metro. Yes, Metro has had success for a number of reasons but most importantly; I have been privileged to work with a great team.

He commented Green Bay Metro is in a really good spot right now. The individual sitting to my left (P. Kiewiz) has been a big part of that and one of the parts of my decision to move on to challenge myself because you have the right person to continue to lead Green Bay Metro; she clearly is my endorsement for what it is worth, to be the Director as you go through the process. I would like to thank Patty and the entire staff for everything they have done. Stability was what everybody wanted with this transit system and that will continue.

P. Kiewiz also took a few minutes to comment on Tom as well. Tom, as staff we appreciate your leadership over the last three (3) years. We have gone through some difficult times here as we are all aware and your leadership was able to get us through a lot of those tough times. So as a token of our appreciation. P. Kiewiz presented Tom with a clock thanking him for his time here at Metro.

P. Kiewiz stated we have two employees of the months, since we did not have Commission Meeting last month. Both of the operators are night operators, we will present them their award this afternoon when they come in. March employee of the month, Ned Desotel. Ned has been with Metro since 2007 and then the April employee of the month, Joe Angst. Joe has been with Metro since 2008. They both have done a phenomenal job.

T. Wittig commented on the marketing dollars have gone down from the previous year. It is important for me to recognize; Essie in her efforts because the actual dollar amount true factual is down, but we had lost Oneida in 2012, which was \$24,000. If we hadn't have lost the Oneida contract our advertising revenue would be up approximately \$12,000 from the previous year.

**10. Miscellaneous Reports and Other Business.**

P. Kiewiz stated there are a couple of reports in your packet we have provided one was the mobility comparisons. We definitely have had an increase in mobility devices utilizing the

fixed route. This is something we have to keep a close eye on because that can affect our scheduling and headways.

**11. Establish the date of the next meeting.**

The next meeting of the Transit Commission is scheduled for Wednesday, June 18, 2014 at 8:15 a.m.

**12. Adjourn.**

Motion made by K. Kuehn second by J. Withbroe, to adjourn at 8:43 a.m. Motion carried.

Respectfully submitted,

Essie Fels